

## Staff Council

Wednesday, August 19, 2015

Attendance: Eric Eickhoff, Mary Ann Hanicak, Rory Hill, Deanna DePenti, Brian Hurd, Ross Carbone, Andrew Fronczek, Mike Pasquale, Jamie Spitznagle, Mike Richwalsky, Jane Evans, Courtney Farver, Debbie Nixon, Lisa Ramsey, David Wong, Megan Dzurec, Troy Field, Kevin Hatgas

Not in attendance: Connie Brooks, Autumn Petti, Eddie Carreon

### Agenda

1. University Staff Open Forum
  - a. Submitted items:
    - i. Retirement & Sick Pay
      - 1.
    - ii. Taping/Streaming of Uni. Events such as Convocation
      1. As a university, we do not have the capabilities to stream events- neither the hardware nor the staff
    - iii. Belvoir Lot Parking Updates
      1. Updates for pedestrian safety, drainage, and ADA
    - iv. Reminders in Inside JCU
      1. We will start putting day-of reminders in Inside JCU
2. Approval of Minutes
  - a. 5/20/15 Minutes
    - i. Approved 16-0 (one abstain)
  - b. 7/22/15 Minutes
    - i. Approved 17-0
3. Committee Reports
  - a. University Committee Reports
    - i. ULC – Kevin Hatgas
      1. Nothing to report (committee on summer hiatus)
    - ii. Budget Committee – David Wong
      1. Nothing to report (committee on summer hiatus)
    - iii. USPG – Mary Ann Hanicak
      1. Nothing to report (committee on summer hiatus)
    - iv. Great Places Review Committee – Eric Eickhoff
      1. Nothing to report- first meeting is later this afternoon
    - v. HR Policy Review – Brian Hurd
      1. Received feedback from Staff Council on 4 HR policies and will give this information back to the committee when they next meet.
  - b. Staff Council Committee Reports
    - i. Communication, Kevin Hatgas
      1. Staff newsletter is being worked on currently and will hopefully be sent in late September/early October
    - ii. Staff Development, Mary Ann Hanicak
      1. 2014-2015 committee meeting schedule
        - a. 2<sup>nd</sup> Wednesday of every month, Conference Room B, Student Center

2. Feedback on Administrative Professionals Networking Forum
  - a. Name of program was confusing to some people- is this for Administrative Professionals or for all non-supervisory positions?
3. Generate ideas for a fall staff development workshop
  - a. There will be a Fall development workshop focused on networking- Date TBD
  - b. 2 workshops will take place in the spring semester
  - c. Committee is taking suggestions on what types of workshops they would like to see
    - i. Not just focused on professional development, but personal issues as well (i.e. seminar for employees with aging parents, etc.)
    - ii. Better ability to represent the University- training, what's our university elevator speech
4. Thanks to committee members - especially Lisa Ramsey for working on the emails to staff encouraging their participation in upcoming HR sponsored professional development opportunities.
5. Program cancellations: Human Resources' Supervisory Training Series
- iii. Community Building and Staff Recognition, Eric Eickhoff
  1. Happy Hour/Swenson's Truck recap
    - a. 33 people at Happy Hour over 200 folks for lunch (half of all staff attended)
  2. Upcoming Events
    - a. Homecoming and Family Weekend, Oct. 3, 2015
      - i. Door decoration competition
      - ii. Staff tailgate
      - iii. Promoting staff/faculty/student talent show
      - iv. Staff appreciation Cavs game this winter
  3. JCU Recognition Program Update
    - a. On hold- awaiting faculty buy-in to make it a more campus-inclusive program
  4. Blue/Gold Days
    - a. Special dress down days to promote school spirit and increase morale.
      - i. Being presented to Senior Leadership Team and we'll awaiting feedback
- iv. Mission, Advocacy and Orientation, Brian Hurd
  1. Campus Colleague program- 26 staff members have agreed to be paired with new staff members to welcome them and teach them about the University
  2. How do our committees ask for money? Is there an official process?
    - a. May need to add documentation to constitution for budgetary process.

3. Next meeting- Tues Sept 8, 3:30 p.m. Campus Ministry conference room
- v. Membership, Governance & Finance, David Wong
  1. Meetings are every 2<sup>nd</sup> Tuesday of the month, AD 144 9 a.m.
  2. Debbie Nixon is newest committee member
  3. Working on finalizing terms of each member
  4. Constitution review will happen in September
  5. Committee chairs send their budget requests for the year to David so he can put together our official budget request to the Senior Leadership team
4. HR Initiative Update – Ryan Armsworthy
5. Future Meeting Dates
  - a. Staff Council Meeting: September 17
  - b. All-staff meeting: September 23 (should we change date?)
    - i. May have to change date to September 30.

**Staff Council Website:** <http://sites.jcu.edu/staffcouncil/>

**Contact:**

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